

JOB DESCRIPTION

Job Title:	Training Co-ordinator
Pay/Grade:	£22,000 to £25,000 plus bonus (profit share)
Hours:	37 hours per week – Full time and permanent (Monday to Friday 9am to 5pm)
Responsible to:	Director of Business
Line Management responsibilities:	Tutors and Learner Coach/Mentor

OVERVIEW OF THE ROLE

The role is key in enhancing APT's responsiveness in meeting the needs of our learners, employers and partners; and in achieving our business targets and quality standards. This is a challenging yet rewarding post which will play a key part in the continuing success, development and expansion of our programmes. Strong inter-personal skills are essential along with the ability to work as part of a team and to be self-motivating.

The successful applicant will be a dynamic individual who is learner focused: who has an understanding of the market in which we operate and values the opportunities available through partnership working. Our colleague will be clear-sighted, able to meet challenges head-on, with the ability to identify new opportunities and to develop those opportunities, exploiting them to the best advantage for our learners and APT as a business. He or she will be charismatic, with an outgoing personality, and will possess the ability to interact with people at all levels. A forward thinker, with a positive "can do" and "will do" approach, together with the ability to work with, and motivate others is essential.

JOB PURPOSE

Responsible for the effective co-ordination, development and delivery of training qualifications and programmes. Day to day management and supervision of a team of tutors, managing caseloads, occupancy and achievement targets, ensuring paperwork is accurate and deadlines are met. To act as a business lead co-ordinating and scheduling awarding body and Education and Skills Funding Agency requirements e.g. IQA/EQA visits and timely qualification claims.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Develop a culture of high standards and expectations amongst tutors, learners and partners including employers.
- Ensure that all targets, both internal, external and national benchmarking are met
- Actively engage and consult with employers ensuring the curriculum is demand led and planned based on employer's requirements, ensuring that it meets local needs and priorities.
- To take a business lead in managing a team of tutors, learners and employers, managing and monitoring workloads at all times.

- Work with the Director of Business to ensure we have in place a holistic approach to curriculum review and planning.
- Co-ordinate the ongoing cycle of IQA and EQA meetings with awarding bodies across all programme areas within APT.
- Co-ordinate the training and development of tutors, ensuring quality processes and awarding body requirements are adhered to at all times.
- Ensure learner achievement of units and standards including assessments and reviews are of high quality and are carried out on a timely basis.
- Hold regular team meetings with tutors, deputising for the Director of Business where necessary.
- Manage the monitoring of minimum levels of performance, evaluation and development of the Curriculum and Quality Framework for the area.
- Be responsible for the effective performance management for all staff managed and ensuring appraisals and 1:1's are carried out on time and to a high standard.
- Ensure APT policies and procedures are followed by all staff
- Participate in the development, implementation, monitoring and evaluation of strategic and operational plans and policies.
- Support the development and moderation of the SAR and QIP for APT, ensuring learners, staff and partners are fully involved in each stage.
- Identify new initiatives, developments and funding opportunities in relation to apprenticeships and other priorities, and support in the marketing and promotion of these.

GENERAL DUTIES

- Contribute to ensuring the Safeguarding of children and vulnerable adults
- Contribute to ensuring APT's Equality and Diversity duty is met
- Assist in maintaining a minimum Ofsted Grade 2.
- Meet the minimum requirements of Continuing Professional Development (CPD)
- To contribute to building a team and 'can do' culture
- To promote high standards of health, safety and welfare, ensuring that APT complies with statutory requirements.
- To undertake other reasonable duties at the request of the Director of Business.

VARIATION CLAUSE

This is a description of the job, as it is constituted at the date shown. It is the practice of APT to periodically examine job descriptions, update them and ensure that they relate to the job performed, and to incorporate any proposed changes. The line manager, in consultation with, the post holder, will conduct this procedure. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

Description prepared by: Balwinder Gill

Date: April 2018

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Proven knowledge of: <ul style="list-style-type: none"> • Work based learning • The Quality Framework and Improvement standards for apprenticeships • Internal Verification and External Verification processes • Awarding body quality requirements • Quality Assurance within work based learning 	Proven knowledge of: <ul style="list-style-type: none"> • Ofsted Inspectorate, Common Inspection Framework and Provider Self-Assessment • ESFA Funding methodology • Awareness of key national and local initiatives and developments in Apprenticeships
SKILLS & ABILITIES	Proven ability in: <ul style="list-style-type: none"> • Managing staff and individuals effectively • Managing relationships with employers • Managing finances/budgets • Excellent oral and written communication skills • Working independently and as part of a team • Working within time constraints to meet deadlines • Relating confidently and successfully to people of all ages, backgrounds and abilities • Being flexible and able to work under pressure 	Proven ability in: <ul style="list-style-type: none"> • Using common Microsoft office computer packages e. g. Word, Excel and Outlook • Ability to produce concise reports and action plans
EXPERIENCE	Proven experience in: <ul style="list-style-type: none"> • Contract monitoring • Managing staff, curriculum development and quality assurance systems in adult or young people's learning/training • Meeting targets and deadlines 	Proven experience in: <ul style="list-style-type: none"> • Working with providers and employers • Writing, planning and delivering learning programmes • Networking with partners/stakeholders. • Completing Tutor observations and monitoring development plans
QUALIFICATIONS	<ul style="list-style-type: none"> • Minimum Level 2 or equivalent in Maths & English • Assessor qualification A1/TAQA or equivalent • IV qualification V1/TAQA or equivalent • Record of continuous 	<ul style="list-style-type: none"> • Teaching Certificate or PGCE or DTLLS • Management qualification

	professional development and occupational competence in chosen vocation	
EQUALITY AND DIVERSITY	<ul style="list-style-type: none"> • Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying equal opportunities. 	
SAFEGUARDING	<ul style="list-style-type: none"> • Candidates must demonstrate the understanding of, acceptance and commitment to the principles underlying the safeguarding of children and vulnerable adults 	
CUSTOMER CARE	<ul style="list-style-type: none"> • Proven record in the understanding and practice of effective customer care 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Ability to travel across the client base. • Willing to participate in training for professional development • Adaptable and available to work such hours as reasonably necessary for the proper performance of duties 	